

LITTLE WALTHAM PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held on 4 May 2010 at 7:30pm in the Memorial Hall

Present: Councillors
Gill Aston
Peter Brown- Chairman
Brian Cox
Miles Howarth
Jackie Ketley
Richard Lay
Edith Robertson
Austin Weir

Also in attendance:
Joanna Willsher – Clerk
Members of the School Council for Little Waltham Primary
School's & accompanying parents.
Several members of the public

10/1 Election of Chairman

Richard Lay nominated Peter Brown who was seconded by Brian Cox. Peter Brown accepted and duly signed the declaration of acceptance.

10/2 Election of Vice-Chairman

Peter Brown nominated Richard Lay who was seconded by Gill Aston. Richard Lay accepted.

10/3 To receive any apologies for absence

Apologies received from Cllr John Smith and PCSO Ian Hilton.

10/4 Consideration of Minutes of 1 April 2010

The minutes were accepted as a true record and were duly signed by the Chairman.

10/5 Declarations of Interest

Cllr Miles Howarth declared a personal and prejudicial interest in item 10/7.4 and Cllr Edith Robertson declared a personal interest in item 10/7.1

10/6 Public Forum - to receive any representations from the public

A local resident questioned whether any decision would be made during the meeting regarding item 10/16. The Chairman confirmed that there would be a public consultation before any decision was made to introduce an Order requiring dogs to be on leads in specified areas. The same resident informed the Council that the cars belonging to members of the cricket club were regularly parking on the playing fields during match days thereby posing a danger to children playing in the adjacent wooded area. The Council instructed the clerk to investigate the matter.

Questions and comments were received from members of the Little Waltham Primary School's Council. Road safety around the school was an area the School

Council wished to see improved and a request for a zebra crossing near the junction of The Street and Brook Hill to allow for safer crossing.

Comments received by local residents on the number of dead branches requiring clearing from Glebe Field and regarding recent activities of the Council's garden maintenance contractors relating to the bus shelter on Main Road.

10/7 Planning

- 10/7.1 10/05533/CAT - 69 The Street – Proposal - Oak - rear boundary - reduce the crown by approximately 30% (2-2.5m), clean the crown of major deadwood, crossing/competing branches and tidy the stubs up to the branch collars.
No observations.
- 10/7.2 10/00456/FUL - The Surgery, 30 Brook Hill – Proposal - Provision of temporary portakabin to accommodate general practice dispensary and consulting room, with ancillary portaloos WC facilities.
The Council **RESOLVED** to support the application.
- 10/7.3 10/05537/CAT - 13 Winckford Close – Proposal - Hawthorn x 2 - rear garden of property – coppice.
No observations.
- 10/7.4 10/00588/FUL - 98 The Street – Proposal - External alterations to outbuilding. Cllr Miles Howarth vacated the meeting room for the duration of this item. The Council **RESOLVED** to submit comment that they would like to see a condition imposed along the lines of the proposed additional living accommodation being occupied in conjunction with the use of the existing property as a single dwelling house only and not as a separate unit of residential accommodation.

10/8 Planning Results

- 10/8.1 10/00433 - Sheepcotes Farm Sheepcotes Lane - Replacement grain storage building - Prior Approval Not Required.
Noted.
- 10/8.2 09/01452/NMAT - The Lilliepad Brook Hill - Non material amendment for retaining existing single garage opening, additional window to garage/utility - Application Permitted.
Noted.
- 10/8.3 10/00174/FUL - Five Elms Wheelers Hill - Single storey rear extension - Application Permitted.
Noted.
- 10/8.4 10/00042/FUL - The Chapel Chatham Green - Outbuilding for carport and store shed. Application Permitted.
Noted.
- 10/8.5 10/00154/FUL - The Weir Brook Hill - Detached double cartlodge with storage over - Application Permitted.
Noted.

10/9 Essex County Council Correspondence

Bus Lane Order 2010 A130 Essex Regiment Way and A138 Chelmer Valley Road. Order came into effect on the 31 March 2010.
Noted.

10/10 Chelmsford Borough Council Correspondence

- 10/10.1 Invite from the Mayor for members to attend the annual Civic Service at Chelmsford Cathedral on Sunday 13 June 2010 at 11.15am.
Noted. Members to inform the Clerk if they wish to attend.

- 10/10.2 Acknowledgement of the Parish Council's representation on the proposed submission North Chelmsford Area Action Plan DPD.
Noted.
- 10/10.3 Notice of Meeting of Parish Councils to be held in the Council Chamber on Wednesday 26th May 2009 at 7pm covering the Local Development Framework Update (North Chelmsford Area Action Plan, Statement of Community Involvement, Site Allocations Development Plan Document and Public Realm Supplementary Planning Document) and General DC Update (Non Material Amendments Procedure, Permitted Development Rights for Commercial Buildings, Enforcement Appeal Process)
Members to advise the Clerk if they can attend.

10/11 General Correspondence

- 10/11.1 Essex Heritage Trust – invite for grant applications for Parish Council projects.
Item to be discussed in conjunction with item 10/20
- 10/11.2 Essex Playing Fields Association – invite to enter the annual Best Kept Playing Field Competition for 2010. £10 per entrant.
The Council **RESOLVED** to submit an entry form.
- 10/11.3 CRAG (Chelmsford Rethink Activity Group) – sponsorship/donation request.
Clerk instructed to decline.
- 10/11.4 Request from Little Waltham Primary School to put up 2 noticeboards to advertise the school summer fete on grass verges by village entrances.
The Council **RESOLVED** to allow the fete advertisement boards to be erected on the grass verges by the village entrances.
- 10/11.5 E mail from Mr Sturman of Neighbourhood Watch requesting the Council's agreement for new sign positions and their funding.
The Council **RESOLVED** to provide a grant of £120 to cover the cost of four new neighbourhood watch signs in the parish and a grant of £23.95 towards stationery costs of Little Waltham Neighbourhood Watch.
- 10/11.6 E mail from The Surgery thanking the Council for their support in their pharmacy appeal.
Noted.

10/12 Amenities Working Party Report

Proposed maintenance work arising out of recent amenities checklist survey for approval.
The Council **RESOLVED** to instruct the Clerk to organize a replacement board on the Main Road bus shelter (Braintree direction), the filling and re-painting of the Train Springer in the playground and the cutting back of brambles in an overgrown area adjacent to the tennis court area.

10/13 Unsolicited Bill posting/Litter on Essex Regiment Way

Discuss.
The Council **RESOLVED** that Parish Councillors should report problems directly to the Borough Council rather than raise it as a matter for the Parish Council. Councillors should advise Parishioners to do the same if they are asked to raise such matters.

10/14 Fence along footpath - Ash Tree Stud Farm

Discuss.
The Council **RESOLVED** to write to the Planning Policy department of Chelmsford Borough Council to request clarification of their interpretation of Policy DC9 – Green Wedges. This Policy states that the Borough Council will seek to protect, enhance and preserve the open character of the Green Wedge.

- 10/15 Bus Stop Poles**
Motion proposed to improve visibility of poles with fluorescent tape.
The Council **RESOLVED** to trial on one bus stop pole.
- 10/16 Dog Fouling**
Discuss the purchase of additional dog bins and the introduction of an Order requiring dogs to be on leads in specified areas.
The Council **RESOLVED** to purchase and install a new dog bin for the Glebe Field if permission is granted by the landowner, St Martins Church and to monitor dog fouling in public areas over the summer months.
- 10/17 Road Speed Restriction**
Update on the Localism Fund request and discussion of the Council self funding a speed restriction project.
Clerk confirmed that the Localism Fund requests are still undecided and that Essex County Council will shortly be writing to all parishes to provide an update on their scheme requests.
- 10/18 Playing Field**
Proposal to purchase two new football posts.
The Council **RESOLVED** to purchase a pair of LWPC-branded steel football goals with wheels and nets to replace existing damaged pair.
- 10/19 Memorial Hall Car Park**
Proposal to repair broken fence.
The Council **RESOLVED** to carry out the repair.
- 10/20 Management of the Woodland Triangle**
Discuss. Essex County Council has confirmed their ownership of the area.
The Council **RESOLVED** to look into applying for a grant from the Essex Heritage Trust to support the management of the Woodland Triangle.
- 10/21 Clerk's Report**
On matters arising from the last meeting. Any business requiring a decision is listed on this agenda. See Appendix A.
Noted.
- 10/22 Finance**
- 10/22.1 Payments for approval of £2452.64 listed below were approved.
 - 10/22.2 Deposit account £8955.30 at 1 April 2010 - Noted
 - 10/22.3 Current account £2930.68 at 25 April 2010 (1st installment of precept due 30 April 2010) - Noted
 - 10/22.4 End of year accounts for approval – item deferred until the next meeting.
 - 10/22.5 Insurance Renewal – Noted.
 - 10/22.6 Cooperative Bank Guaranteed Investment account opened - £10,000 transferred from current account for six months - Noted
 - 10/22.7 Transfer of funds to current account/investment account for approval.
Transfer of £8950 from the Bank of Ireland account to the Coop Current Account approved.
- 10/23 Election of Committees**
Planning Working Party - Gill Aston, Miles Howarth, Richard Lay, Edith Robertson, Austin Weir and Peter Brown, Chairman.

Amenities Working Party - Jackie Ketley, John Smith and Austin Weir.
 Memorial Hall Committee Representative - Gill Aston and Jackie Ketley.
 Poole & Aley Charity Representatives - Gill Aston, Miles Howarth and two
 volunteers Mary Kendrick and Sandra Smith.
 Primary School link person – Joanna Willsher, Clerk.
 ACDPC – Via the Clerk
 Neighbourhood Action Panel – Non Appointment

10/24 Matters to be raised by members for the next agenda.

Please note that no decisions can be lawfully made under this item. LGA 1972 Schedule 12 10(2)(b) states that business must be specified, therefore the Council cannot lawfully raise matters for decision.

- Discuss traffic issues affecting the school and consider a resident's request for a zebra crossing near the junction of The Street and Brook Hill.
- Discuss the widening of the slip road by the top of The Street – Clerk to liaise with Little Waltham Primary School for their input.
- Parking of cars on the playing field during cricket matches.
- Attendance at the Boreham Airfield Memorial Service and purchase of a wreath.
- Repairs to the White Hart side bus shelter. Clerk to investigate grants that the Council could apply for towards replacing the existing shelter.
- Purchase of picnic tables for the playground.
- Update on Wheeler's Hill Boot Fair dates.

10/25 Closure

Meeting closed at 9.00pm. Date of next meeting 1 June 2010.

May 10 Payments					
		Good Companions Hall Hire Jan/Feb/Mar			
04-May-10	Memorial Hall	2010	23.40	0.00	23.40
04-May-10	Jo Willsher	Salary	347.79	0.00	347.79
04-May-10	Jo Willsher	Office Allowance/Stationery/Mobile	74.59	0.00	74.59
	Essex & Suffolk				
04-May-10	Water	Water Bill - Allotments	22.69	0.00	22.69
04-May-10	NRH Landscapes	Gardening tidy up - March10	213.24	0.00	213.24
04-May-10	MD Landscapes	Grass Cutting 11 & 26 March 10	130.00	22.75	152.75
04-May-10	EALC	Membership fee EALC & NALC	296.46	0.00	296.46
04-May-10	Aon	Annual Council Insurance	1321.72	0.00	1321.72
Total			2429.89	22.75	2452.64